KSIS *Infinite Campus* NEWS

Kentucky Student Information System

KSIS Infinite Campus News Volume 12, Issue 7 – Summer 2019

School Report Card – prepare now!

Submitted by: DeDe Conner

Districts should now be reviewing, approving and populating 2018-2019 school year data in preparation for the fall public release of Kentucky's School Report Card. Below are some tips and links to resources to help with these tasks.

- Bookmark the KSIS School Report Card Resources webpage as your one-stop for the 2019 timeline and due dates, KDE communications, and guidance documentation.
- Refer to the new process for accessing the secure site; see Instructions for Accessing 2018-2019 School Report Card Secure Site and make sure your staff have the needed access.
- Enter high quality data into the Collection Tool. Refer to the 2018-19 Collection Items for details on what data must be entered.
- Validate and approve data entered by KDE. Refer to the Quality Assurance Worksheet that describes Infinite Campus reports that can help with validation.

Raise the bar. Close the gap. *Kentucky education data to help guide informed discussion.*

Create 2019-2020 school year before scope year change

Submitted by: Becky Jenkins

District staff must create the 2019-2020 school year prior to the change of scope year that will occur July 31 with deployment of Campus.1929.

Instructions to add a school year are available on Campus Community. With the scope year change, the following will occur:

- 2019-2020 school year becomes the scope year (real time data syncing)
- 2018-2019 school year becomes the Minus-1 year (limited manual syncing)
- 2020-2021 school year becomes the Plus-1 year (limited manual syncing)
- 2017-2018 school year becomes no longer available for any data synchronizing

Scope year is updated annually to the current school year and determines the school year for which district data routinely synchronizes in real time to the state edition of Infinite Campus.

Manual synchronization of limited data elements is also available in the Minus-1 (previous year) and Plus-1 (next school year). See Campus Community for guidance on available sync objects for each of these years.

Infinite Campus July 31 release -
Campus.1929 is scheduled for district deployment on July 31. The release was rescheduled to avoid affecting districts as students and staff return for the new school year. See the full 2019 Infinite Campus Release Schedule here.

Generate eTranscripts for graduating seniors before Aug. 1

Counselors should generate eTranscripts for all graduating seniors by the end of July. On Aug. 1, the graduates will be deemed alumni and charges will apply for transcript requests. Refer to the June KSIS News for reminders on eTranscript Batch functionality and PESC mapping that must be completed for diploma type and difficulty levels.

Migrant indicator moved to Program Participation

With the release of Campus.1925 on July 11, the migrant indicator moved from the Enrollment tab to its own tab under Program Participation. The new functionality allows regional migrant coordinators to create student migrant records in State Edition that publish to districts in a read-only format. Migrant data will include students' MIS2000 ID, the last qualifying arrival date and eligibility expiration date. KDE expects to begin publishing migrant records for 2019-2020 in mid-August but does not plan to create records for prior years. System administrators must assign tool rights to the new tab to staff requiring access to migrant information in Infinite Campus. For more information, contact Christina Benassi by email.

Homeless indicators moved to Program Participation

Submitted by: Windy Newton

The July 10 Campus.1925 release included the following updates to homeless data entry.

- Homeless data is no longer be visible on the Student Enrollment tab.
- Homeless data elements were added via Student Information/Program Participation/Homeless for 2019-2020 school year data entry. Appropriate tool rights must be given to school/district staff.
- The historical homeless data conversion process will create one homeless record per year in which the student had an enrollment with homeless indication via program participation.
- Student records transfer updates:
  o School to school transfer will no longer be an issue, as the homeless data will not be tied to an enrollment.
  o District to district transfer of homeless data will be part of the student records transfer process as Transfer Document (PDF). The receiving district should create a new homeless record in their district for the student.
    ▪ Enter the Primary Nighttime Residence and Unaccompanied Youth data into the receiving districts database as shown on the transfer document.
    ▪ Update the Start Date to reflect the date in which student enrolled in the receiving district.

The revised *Homeless Data Standard* is available on the KSIS Data Standards webpage. For program related questions, contact Missy Ferrell by email, and for Infinite Campus related questions, contact Margalee Conlee by email or Windy Newton by email.

Before your FRAM/direct certification import, update the school year

Submitted by: Jessi Carlton

For direct certification (DC) imports into Infinite Campus on or after July 1, remember to update the school year to 2019-2020 in your DC import mapping(s). If the school year is not updated, the DC import for July could corrupt your data and the previous year's data may be lost. This is located in Infinite Campus at FRAM/Eligibility Import Wizard/Edit.

If the Point of Sale (POS) data sync was stopped over the summer, reactivate the POS data sync by removing the double asterisk, clicking save and testing the connection on the Data Import Detail.

For districts participating in the Community Eligibility Provision (CEP), Household Income Forms (HIF) can be collected prior to school starting. KDE recommends districts wait until AFTER the first direct certification upload in July to enter 2019-20 HIF data. A sample HIF form can be found on the KDE CEP website. Enter HIFs before Oct. 1 to ensure your district gets the maximum eRate and FRYSC funding.

If you have questions, contact Samantha Engstrom by email or (502) 564-5279, ext. 4434.

Use the Transportation Code Roll Forward tool to quickly assign T-codes

Submitted by: Jessi Carlton

For the upcoming school year, assign student transportation codes (T codes) in Infinite Campus quickly and en masse using the Transportation Roll Forward tool under System Administration/Transportation/ Transportation Roll Forward. The wizard creates a new transportation record in the next school year for actively enrolled students. Students with a transportation record in a future calendar are not rolled forward again; therefore, duplicate records will not be created.

Student T codes in Infinite Campus are the basis for calculating a district's annual pupil transportation funding. Update the T code record if the student's transportation circumstances change during the school year. Attendance auditors recommend checking T codes for all students at least twice a year.

If you have questions about T codes or the Transportation Roll Forward tool, contact Ronda Devine by email or telephone at (502) 564-5279, ext. 4444.

Districts must maintain employee records in Infinite Campus

Submitted by: Becky Jenkins

Upon an employee's separation from the district, the district administrator should end date all of the employee's district employment records and district assignment records in Infinite Campus. The paths are Census/People/District Employment and Census/People/District Assignments. The administrator should also disable the former employee's Infinite Campus user account and tool rights.

If an employee is changing assignments, his/her former district assignment should be end dated and new district assignment should be created.

Data Standards and other procedural documentation updated

Submitted by: Becky Jenkins

KDE staff are reviewing and updating data standards and other procedural documents with changes for the 2019-20 school year. Recently updated documents available on the KSIS Data Standards webpage are:

- Attendance
- Behavior
- Census
- Dual Credit Course
- English Learners
- Enrollment
- FRAM
- Graduation
- Health
- Homeless
- Student Records Transfer
- System Administration
- TEDS
- Title I
- Transportation
- EOY Graduate Code Process
- Health Data Entry for End of Year
- Partial-Week Full Funding Attendance Tracking
- User Guide: No Shows
- Virtual and Performance Based Course Set-Up

Periodically check the KSIS Data Standards webpage to ensure your district is adhering to the most up-to-date standards for data entry. The revision date displays beside each document title and revision history within the data standard includes information regarding the most recent changes

Enrollment reminders

Submitted by: Jessi Carlton

Districts must close out 2018-2019 school year by adding an appropriate end date and end status to all 2018-2019 student enrollments. The process can be done quickly and en masse using the Enrollment End Batch tool available under System Administration/Student/Enrollment End Batch. Ensure graduation dates are posted and graduation codes are set before running final transcripts or generating the KEES extract. In preparation for the start of the

Office of Education Technology – School Data Services Division

Enrollment reminders *(Continued from page 3.)*
2019-2020 school year, districts should review guidelines regarding no show enrollments in the *Pupil Attendance Manual* or the *User Guide: No Shows* located on the KSIS Data Standards webpage in the Other Procedural Documentation section. If you have questions, contact Josh Whitlow by email or telephone at (502) 564-5279, ext. 4450.

Data Extract Utilities – modify to use desired active date

Submitted by: Becky Jenkins

　　Data Extract Utility queries used to pull student data default to today's date as the active date; however, queries can be modified to use a future date such as the first day of the new school year. Once changed, all students enrolled for the next school year will be included in the extract. To modify the query to use the first day of school:

1. Go to System Administration/Data Utilities/Data Extract Utility
2. Select the desired query
3. In the SQL/Prism area, you will find a SQL query like "EXEC get_foodservice" or "EXEC get_transportation"
4. Behind the SQL query add a date i.e. EXEC get_foodservice '09/15/2017'

> *SQL/Prism :
>
> EXEC get_foodservice '09/15/2017'

　　　a. This date should be the first day of school for your district.
　　　b. The date should be in mm/dd/yyyy format.
　　　c. The date will need to have single quotes (NOT double quotes) before and after the date.
5. Once a future date has been entered, click Save.
6. Again, select the extract, click the Test Extract button and verify that the query returns the desired information.
7. ***PLEASE NOTE:*** The hard date will need to be ***removed after the first day of school*** so the query will use today's date as the active date. If the hard date is not removed, the query will always use the hard date as the active date.

Annual parents' notifications – Up to date and meet requirements?

Submitted by: Linda Burton

　　This is a good time to review the language in your annual parents' notifications to confirm they reflect your schools' and district's current data practices and meet federal requirements. Please share this information with faculty and staff.

　　Annual notifications are required under the Federal Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). The U.S. Department of Education (USDE) provides technical assistance to help schools and school districts use best practices in their use and management of student information; see the Protecting Student Privacy website for official guidance and best practices. See below for specifics on responsibilities for parents' notifications.

- FERPA 20 U.S.C. § 1232g; 34 CFR Part 99:
  - FERPA Notification requirements include notification of the right to inspect and review education records, the right to seek to amend those records, the right to consent to disclosure of PII, and the right to file a complaint with the USDE regarding an alleged FERPA violation. Model Notification
  - The A-B-C's of Student Directory Information describes the types of information that may fall into the directory category and the required process when designating directory information. Model Notification
- PPRA 20 U.S.C. § 1232h; 34 CFR Part 98:
- PPRA requires schools and districts to have a policy, created in consultation with parents, that establishes a parental right to inspect any survey created by a third party before the survey is administered. If the survey asks about sensitive topics – such as family income, religion, political beliefs or anti-social behaviors, parents must be told about the survey and given the opportunity to opt their child out of taking it. *(Continued on page 5.)*

Annual parents' notifications – Up to date and meet requirements? *(Continued from page 4.)*

- o   Notice to parents regarding rights regarding the conduct of surveys, collection and use of information for marketing purposes and physical exams. (Model Notification)
- o   For more information on surveys including pre-test surveys administered in connection with college admissions examinations, see the USDE Protecting Student Privacy guidance.

Infinite Campus annual renewals due Aug. 15

This is a friendly reminder that district payments for the Infinite Campus annual renewals are due Aug. 15. If you need a copy of the invoice, send your request to the KDE Data mailbox.

Training resources and information

On July 11, the 2019-2020 KSIS Infinite Campus beginning-of-year training was conducted for almost 200 district participants. The training was recorded and videos are available on the KDE Media Portal. If you did not register for the training but want to review the presentation slides, send an email request to the KDE Data mailbox. EILA certificates will be provided before Aug. 11 to those meeting eligibility requirements. For information and resources for past and upcoming Infinite Campus training events, and instructions to receive EILA credit, go to the KSIS Training webpage.

Civil Rights Data Collection – data quality verification continues

The federal Office of Civil Rights will begin reaching out to schools and districts with data quality questions in late July. The data quality period is expected to extend through October. Please notify KDE Data Services if issues arise that potentially could be corrected at the state level before the 2019-2020 collection. Our intent is to continue to refine state reporting to improve data quality and reduce burden on schools and districts.

Data calendar

The monthly data calendar includes data pulled at the state level and data previously collected from districts for sharing with state agencies or federal reporting. Please help ensure data is verified and available prior to the due date.

Due to KDE	Report	KDE Contact
7/25	Annual Financial Report and Balance Sheet (Unaudited)	chay.ritter@education.ky.gov
7/31	Special Education Exiting Data Verification	amy.patterson@education.ky.gov
8/15	Family Resources and youth Service Centers (FRYSC)	tonya.cookendorfer@ky.gov
8/15	Kentucky Online Testing (KYOTE)	raymond.carter@education.ky.gov

School Data Services team

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Kentucky Department of Education
Office of Education Technology Division of School Data Services
Send general questions and comments to the KDE Data mailbox.